

Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020035-1 *EO-5499*
Office Memorandum • UNITED STATES GOVERNMENT *15B. 3004*

TO : Executive Officer

DATE: 19 May 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 20
11 - 17 May 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalog of Courses: Revisions, 1 May 1955, TR CC 200-1 - collating of texts to be checked 19 May 1955. Completion date scheduled for 24 May.

Revisions, 1 August 1955, All Catalogs - memorandum requesting revision of long-term schedule, projected to April 1956, in addition to any revisions of courses has been forwarded to School Chiefs, OTR.

25X1 2. Film: [] - script completed. Decision/PRC expected *by*
 25 May; meeting on production scheduled for 23 May.

3. Navigation Study Guide: editing of first draft completed; typing of this will be completed 20 May. *Why we are doing this?*

4. Instructors' Guide to Current References: 2 May issue has been received from Printing and Reproduction and will be distributed; 31 May issue has been typed and after proof-reading will be forwarded to Printing and Reproduction.

5. KI Committee on Information: stencils of this study were cut, reproduced, collated and bound for instructor/CE course.

6. Distribution:

Clerical Refresher (2) - TLOs (for distribution)
 Qualification Review Panels (1) - TLOs (for distribution)
 Summer Language Training Programs (3) - TLOs (for distribution)
 Graduate Studies of Southeast Asia (4) - TLOs (for distribution)

CPW #29 - Schedule - TLOs, DDP
 Intelligence Principles and Methods #6 - Schedule - TLOs, DDI

These were reproduced, collated and distributed.

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7. Films for

- a. One retention film due
- b. Forty-seven loan films due
- c. Sixteen loan films sent

8. Attendance at Foreign Language Films:

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
5/11/55	Portuguese	<input type="text"/>
5/12/55	Russian	
5/17/55	French	

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9. Visual Aids Completed During the Week:

a. Basic Orientation Course - Miscellaneous cards and signs.
Total: 3.

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b. - Reproduction request, 100
copies each of three training charts.

c. Reading Laboratory - Miscellaneous cards and signs - Total: 3.

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d. - Reproduction request, 10
copies each of 10 charts; 3 copies each of 2 charts.

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10. Activities of Map Training Officer -

a. Number of map sheets distributed - 79

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- (1) - 60
- (2) Basic School - 8
- (3) Operations School - 7
- (4) FI/NEA - 4

11. Lesson Plans received this week: None

12. Overseas requests received this week: None

13. Bibliography on Cover Stores: submitted additional
material on films for use in this list.

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15. Eleven additional subscribers to the GUIDE have been placed on the distribution list. These are non-OTR personnel.

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16. [redacted] Management and Records Branch, accompanied by Mr. [redacted] surveyed the records being retained by the Library.

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17. [redacted] obtained from the Library a file of cards to be used for bibliographic purposes, unclassified. He was also given surplus library material consisting of 75 FOA reports on various cities and 20 bibliographies. All of these were unclassified.

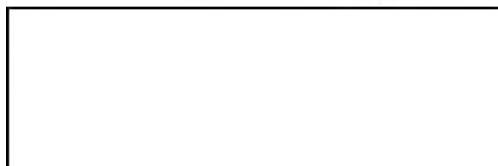
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18. [redacted] will attend the Intelligence Principles and Methods Course starting 23 May.

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19. [redacted] continues on sick leave for an additional two weeks of recuperation.

20. Chief, ISB is presently on military leave for the period 13 - 27 May.



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